

Appointing and Reviewing Endowed Positions Policy

Purpose: This policy establishes CCC policies with regard to appointment and renewal of faculty to endowed fellowships, professorships, and chairs.

Purpose and Nature of Revisions: Previous policies were either in violation of UA Faculty Handbook, specifically that Faculty Awards Committee responsible for “selecting recipients” of endowed professorships and chairs. Previous policies were inconsistent about the role of department vs. college Faculty Awards Committee in the renewal of positions. Revised process allows for both levels of review to mirror promotion and tenure. Timing of process revised slightly to account for changes in review process. Policy updated to allow for streamlined review application using Digital Measures.

Estimated Impact on Faculty

Number of Faculty Impacted: There are approximately 70 endowed positions in the college. Approximately 8-10 will go through the renewal process each year.

Benefits to Faculty: Revised policy describes a more appropriate review process at both department and college level, eliminating uncertainty regarding who would review the application for renewal. It provides for a more streamlined process using Digital Measures.

Benefits to College: Provides a clearer, transparent process. Incorporating department and college level review reduces possibility that departments recommend renewal solely to keep resources within their department. Changes to policies on appointment to fellowships allow greater flexibility to utilize endowed positions in recruitment (with appropriate input by faculty).

Effective date: Appointment policies will be effective immediately. Renewal procedures will take effect for 2017-18. Some elements (e.g., Digital Measures application) are being tested out for 2016-17 reviews with support provided to faculty by the Dean’s Office.

Version History:

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| 1/12/17 | Draft policy developed by Senior Associate Dean Jonathon Halbesleben. Distributed to Department Heads for review of implementation issues. |
| 1/26/17 | Draft revised by Senior Associate Dean Jonathon Halbesleben based on initial comments from department heads. Submitted to FEB for approval. |
| 2/2/17 | Approved by unanimous vote by FEB. |

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Current Culverhouse Policies

From the Section Describing FEB Committees:

COMMITTEE DESCRIPTIONS

The following committees and descriptions are those currently approved by the faculty. These descriptions are not part of the by-laws and may be changed by approval of the faculty without amendment of the by-laws.

Faculty Awards and Honors

Composition: At least one tenured faculty member from each department; Senior Associate Dean (ex-officio).

Charge:

1. To evaluate candidates and select recipients for faculty awards and honors, including but not limited to College-wide fellowships, professorships, and chairs, and members of the Faculty Hall of Fame.
2. To review reappointment recommendations for fellowships, professorships, and chairs to ensure recommendations are consistent with published expectations for these positions and to monitor consistency across departments.

Later in the Handbook:

A. REVIEWING NAMED FELLOWSHIPS, PROFESSORSHIPS AND ENDOWED CHAIRS POLICY

Revised May 2007

Faculty holding named fellowships, professorships and endowed chairs in the CCC are subject to five-year reviews. To implement the reviews, the Department Head/Director will ask the faculty member to prepare a dossier for review. The dossier should be completed and on file in the departmental office by February 1. In consultation with the Dean and the faculty member holding the named position, the Department Head/Director may also invite individuals outside the University to review the dossier or those portions for which external evaluation is relevant.

External review letters should be sent to the Department Head/Director and should be added to the dossier by February 1.

At a minimum the dossier should contain the following information:

1. A statement or letter of application for reappointment from the candidate, which outlines the candidate's achievements in the dimensions of performance that are expectations for the position. Typically, these include scholarship, teaching, and leadership.
2. An up-to-date Career Performance Report (CPR).
3. Copies of papers accepted or published over the term of appointment.
4. Evidence of leadership over the term of appointment.
5. Evidence of national reputation if this is an expectation of the position.

All tenured faculty members in the department will serve as a Review Committee. The Committee should review the dossier and meet to make a formal recommendation concerning renewal of the position. The Committee should send its recommendation to the Department Head/Director in the form of a letter that includes the Committee's vote by March 1. The Department Head/Director should promptly provide a copy of the letter to the candidate. The faculty member is then free to comment or submit a rebuttal which is due March 15.

The Department Head/Director will review the dossier, the Committee recommendation, comments and all other pertinent information and make a formal written recommendation to the Dean no later than April 15. The Dean will make a decision concerning reappointment by May 1. Reappointment of professors and chairs must be approved by the Provost.

As part of the annual merit evaluations, Department Heads/Directors should assess the performance of holders of named positions relative to the expectations of the positions, except in years in which the faculty members are considered for renewal. Faculty members should be informed of deficiencies in their performance and areas in which they need to improve in order to meet expectations. These progress reviews should be provided to the Dean at the time the faculty members are reviewed for annual salary increases.

Proposed Policy

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January, 2017

As a result of generous gifts from supporters of the College, Culverhouse is able to offer several endowed fellowships, professorships, and chairs to faculty based on the qualifications outlined as part of the donation. Endowed positions may provide faculty with teaching load reductions, summer research support, an academic year stipend, research expense accounts, or other benefits. Generally speaking, the titles of endowed fellowship, professorship, and chair are based on the dollar amount of the endowment; as such, endowed chairs tend to provide the most benefits, followed by professorships, followed by fellowships.

Appointment to Endowed Positions

Appointment to Endowed Fellowships

The process for appointment to endowed fellowships can be handled through internal or external searches. Under most circumstances, fellowships will be awarded using an internal selection process. However, a lack of eligible faculty (e.g., the fellowship is designated for faculty with specific characteristics for which there are no current faculty) or other circumstances may require an external search. It is the Dean's responsibility to make the determination of whether a search will be internal or external.

In instances of an internal search, a call for applications will be sent to eligible faculty. Faculty will be given at least two weeks to apply. The Faculty Awards and Honors committee will serve as the search committee for endowed fellowships where the eligibility requirements do not restrict the fellowship to any specific department. When the eligibility requirements restrict the fellowship to a specific department, a search committee will be appointed by the Dean following consultation with the Department Head/Director. Faculty that accept an appointment to the search committee are not eligible to be considered for the endowed fellowship.

Generally, external faculty searches will follow the procedures described in the UA Faculty Handbook (<http://facultyhandbook.ua.edu/appendix-m.html>) regarding appointment to endowed professorships in chairs. In some circumstances, an endowed fellowship may be necessary to secure the acceptance of a high-quality finalist that has been offered a position that was not part of a typical search for an endowed position. In those circumstances, upon a recommendation by the Department Head/Director that a candidate be considered for both the position and an open fellowship, the Dean may recommend to the Provost that the finalist be appointment to an open endowed fellowship. Prior to making such a recommendation, the Dean will consult with the Faculty Awards and Honors committee to ask for an evaluation of the candidate's qualifications for the endowed position.

Appointment to Endowed Professorships and Chairs

Appointment to endowed professorships and chairs is subject to the policies described in the UA Faculty Handbook (<http://facultyhandbook.ua.edu/appendix-m.html>).

Renewal of Endowed Fellowships

Endowed fellowships are appointed for five-year terms. At the end of the five-year term, they may apply for the fellowship; however, the process will be competitive and open to all faculty that meet the eligibility criteria for the fellowship.

Endowed fellowships appointed prior to 2016 are eligible for renewal and subject to the process outlined below.

Renewal of Endowed Professorships and Chairs

Faculty holding endowed professorships and chairs in the CCC are subject to five-year reviews to renew their positions for an additional five-year period.

To implement the reviews, the Senior Associate Dean will request that the faculty member prepare an application for renewal of their position using Digital Measures by February 1.

The application for renewal should contain the following information:

1. A statement or letter of application for reappointment from the candidate, which outlines the candidate's achievements in the dimensions of performance that are expectations for the position. Typically, these include scholarship, teaching, and leadership, and (where applicable) evidence of a national reputation.
2. A summary of research, teaching, and service activities over the term of the appointment.
3. Copies of papers accepted or published over the term of appointment.
4. A copy of the University of Alabama Board of Trustees resolution or memorandum of agreement that created the position.

This information is automatically included in the application if faculty members keep their Digital Measures profile updated and complete the application as directed.

Review Process

All tenured faculty members in the department will serve as a Department Committee, which should be chaired by a faculty member at the rank of full professor and, when possible, holding an endowed position not up for renewal. The Department Committee should review the dossier and meet to make a formal recommendation concerning renewal of the position. The Committee should send its recommendation to the Department Head/Director in the form of a letter that includes the Committee's vote by March 1.

The Department Head/Director will review the application, the Committee recommendation, and all other pertinent information and make a formal written recommendation to the Dean no later than April 1.

The College Faculty Awards and Honors Committee will review the application, the Department Committee recommendation, Department Head/Director recommendation, and all other pertinent information and make a formal written recommendation to the Dean no later than May 1. This step will not be included for renewal of professorships and chairs that are explicitly limited by the Board of Trustees Resolution or Memorandum of Agreement to be limited to faculty appointed to a specific, single department of the college (e.g., only faculty appointed to the Culverhouse School of Accountancy are eligible for the position).

The Dean will make a decision concerning reappointment by June 1. Renewal of endowed positions must be approved by the Provost. Appointments and renewals to endowed positions are effective August 16.

At each step, the faculty member may provide a written statement to clarify or provide a rebuttal to points raised in the prior step. Such statements are due within 7 days of receiving the letter associated with that step.